



Washington State Auditor's Office

Government that works for citizens

Assessment Audit Report

Joint Pacific County Housing Authority

For the period January 1, 2013 through December 31, 2014

Published April 11, 2016

Report No. 1016472





Washington State Auditor's Office

April 11, 2016

Board of Commissioners
Joint Pacific County Housing Authority
Longview, Washington

Report on Assessment Audit

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

The attached report describes the procedures performed and conclusions for the areas we reviewed. We appreciate the opportunity to work with your staff and we value your cooperation during the assessment audit.

Sincerely,

A handwritten signature in blue ink that reads "Jan M. Jutte".

JAN M. JUTTE, CPA, CGFM

DEPUTY STATE AUDITOR

OLYMPIA, WA

AUDIT SUMMARY

Results in brief

Based on the procedures performed, nothing came to our attention in the areas we reviewed that caused us to believe the Housing Authority was not in substantial compliance with applicable state laws, regulations, and its own policies, or had significant weaknesses in controls over the safeguarding of public resources. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

About the assessment audit

This report contains the results of our independent audit of the Joint Pacific County Housing Authority from January 1, 2013 through December 31, 2014.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives. Local governments are also required by state law (RCW 43.09.230) to prepare and submit certified annual reports to our Office summarizing such things as revenues received, collections made, amounts receivable or payable, expenditures made, and debt owed.

This assessment audit was conducted under the authority of RCW 43.09.260, which requires the State Auditor's Office to examine the financial affairs of all local governments at least once every three years. Assessment audits are risk-based, limited-scope reviews of small local governments with less than \$300,000 in annual revenues. To help minimize audit costs, our work for this engagement was conducted off-site primarily using financial and other information provided by the Housing Authority.

This assessment audit was limited to the following:

- Reviewing meeting minutes for compliance with the Open Public Meetings Act.
- Inquiring as to internal controls over assets, revenues, and disbursements.
- Verifying that annual reports submitted to our Office were complete and filed timely in compliance with state law.
- Reviewing the Housing Authority's annual revenues and expenditures for unusual transactions or trends.
- Corroborating financial information reported by the Housing Authority by comparing its annual revenues, expenditures, and cash and investment balances to third-party sources.

- Reviewing expenditures for indications of unusual activities, excessive Board of Commissioners compensation, conflicts of interest, or procurement requirements.
- Evaluating the Housing Authority's financial information for indications of financial difficulties.

INFORMATION ABOUT THE HOUSING AUTHORITY

The Housing Authority was originally formed by the Pacific County Board of Commissioners in 1975. The Housing Authority became inactive in 1994. In 2004 the County and the cities of Long Beach, Ilwaco, Raymond, and South Bend formed the Joint Pacific County Housing Authority to re-emphasize the need for affordable housing throughout Pacific County.

The Housing Authority programs include Housing Choice Vouchers and affordable housing, as well as family self-sufficiency, Section 8 home ownership, and home ownership rehabilitation administered through the Housing Authority of the City of Longview. In 2009 the Housing Authority started construction on a 15-unit housing project called Pacific Pearl. This property was scheduled to be completed in fiscal year 2010. The Housing Authority programs include the Raymond Eagles (16 units), the Pacific Pearl (15 units) and the 10th Street property, which was purchased for future development. The Pacific Pearl completed construction in 2010. In addition to these properties, the Housing Authority manages a portion of the document recording fees for the County. It does not have any public housing or Section 8 programs.

A five-member Board of Commissioners governs the Housing Authority. The Board consists of representatives from each of the cities and one representative from Pacific County. Fiscal responsibility for the Housing Authority is managed through an inter-local agreement with the Housing Authority of the City of Longview. Tenant rental fees are the primary revenue source for the Housing Authority. For fiscal years 2013 and 2014, the Housing Authority received annual revenue of approximately \$258,000 and \$263,900, respectively.

Contact information related to this report

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Information current as of report publish date.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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